



Business Licensing Guide

Business License Division
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Reno, NV 89501

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businesslic@reno.gov

www.reno.gov

City of Reno Business License Application Guidelines

Our job in the Business License Division is to help guide you through the process of starting a business in the City of Reno, and to assist you in continuing to do business in this community. Items 1-4 are required prior to submitting your Business License application. All City of Reno applications and forms are available in our office, online at www.reno.gov or via email by request. Contact our office at (775) 334-2090 weekdays from 8:00 AM – 5:00 PM or businesslic@reno.gov.

- 1. State Business License:** Per NRS 364A, all applicants are required to register for a State business license with the Nevada Secretary of State's Office. The State business license registration can be completed online through the State of Nevada SilverFlume website www.nvsilverflume.gov or in person at their office located at 202 North Carson Street, Carson City, NV 89701, (775) 684-5708. Proof of registration is required with your application.
- 2. Nevada State Department of Taxation:** If you are doing business in Nevada, you will need to provide proof of registration from the Nevada Department of Taxation. The sales and use tax permit registration can be completed online through the State of Nevada SilverFlume website www.nvsilverflume.gov or in person at 4600 Kietzke Lane, Bldg L, Suite 235, Reno, NV 89502, 866-962-3707.
- 3. State Industrial Insurance:** The State requires that a Workers' Comp Insurance form be filled out and submitted. The affidavit of compliance can be completed online through the State of Nevada SilverFlume website www.nvsilverflume.gov or submitted in person with your business license application. If you will have employees, you will need the insurance policy number and expiration date of your policy.
- 4. Fictitious Name:** If your business is utilizing a fictitious firm name in place of your legal first and last name, also known as DBA (doing business as), it must be registered with the Washoe County Clerk's Office. The office is located at 1001 E 9th Street, Bldg A, First Floor, Reno, NV 89512 (775) 784-7260. Proof of registration is required with your application.

Submitting the Application Packet

Business License applications may take up to 4 weeks to process. Please plan accordingly. Please ensure that all forms included in the packet are complete and submitted with your application to avoid delays in processing. Incomplete applications cannot be processed until all necessary information is provided to the Business License Division. Initial application and review fees can vary depending on reviews needed and description on business. Please call the Business License Division for an accurate fee quote. Appropriate fees must be submitted with the application packet at time of submission. You may submit your application in person at City Hall or by mail to the City of Reno Business License Division.

Completing the Business License Application Process

Once your application is complete and has been accepted, the business license staff will notify the appropriate departments to review your application. If a site visit is required, staff from the appropriate departments will contact you to schedule your inspection(s). The Business License Division will complete the final approval once all reviews and inspections are complete and all City fees are paid in full.

1. **Planning Division** review is required for every business license application. The Planning Division will review the address provided to ensure that your business description meets zoning code requirements for that location. For questions, please contact Community Development - Planning Division, 1 East First Street, 2nd Floor, (775) 321-8309.
2. **Building Division** review is required for Businesses who are making any construction changes to the business location or changing the use of the previous business (if any) in that location. If you have already completed the Building Permitting Process this review will verify the approved building inspections and the issuance of building permits. **If building permits are still required, the business license application will not be approved until the permits have been completed.** If you need additional information regarding Building Permit requirements please visit www.reno.gov. For questions, please contact Community Development - Building Division, 1 East First Street, 2nd Floor, (775) 334-2063.
3. **Fire Department** review is required for all Businesses at a Commercial location not considered a shared use space (i.e. renting a space in an existing business such as a hair salon, insurance agency, etc). Fire review may also be required for certain home-based businesses such as childcare, group homes, etc. For questions, please contact the Fire Prevention Division, 1 East First Street, 4th Floor (775) 334-2300.
4. **Washoe County Health Department** review is required for Businesses that are conducting food service or otherwise impacting public health (i.e. childcare, schools, recycling centers, hotels/motels, etc.). If you have already completed the Health Permitting Process this review will verify the approved health inspections and the issuance of health permits. **If health permits are still required, the business license application will not be approved until permits have been completed.** If additional information is needed regarding Health Permit requirements visit www.co.washoe.nv.us. For questions, please contact the Washoe County Health Department, 1001 E. 9th Street, (775) 328-2434.
5. **Environmental Control** review is required for businesses that impact the sewer and storm drain systems (i.e. food service, auto repair shops, car washes, dry cleaners, etc.). For questions, please contact the Public Works Department – Environmental Control Division, 1 East First Street, 7th Floor, (775) 334-2350.
6. **Police** review is required for businesses that conduct privileged business activities per Chapter 5 of Reno Municipal Code. For questions, please contact the Work Cards Division, 455 East Second Street, (775) 334-3875.
7. **Council** review is required for business whose activities include gaming, liquor, pawnbroker, secondhand merchandise, escort services, and interactive cabaret.

Business License Application Guidelines Reference Sheet

Date application received: _____

Accounting assistant name: _____

Account number: _____

Reviews to be completed:

- | | |
|---|--|
| <input type="checkbox"/> Planning/Zoning review
<input type="checkbox"/> Building review
<input type="checkbox"/> Fire review | <input type="checkbox"/> Washoe County Health review
<input type="checkbox"/> Environmental Control review
<input type="checkbox"/> Police review
<input type="checkbox"/> Council review |
|---|--|

(Fire Inspector's Name/Phone)

Application Fees Due at time of Submittal		
Application Processing Fee	\$ 25.00	REQUIRED
License Fee	\$ _____	Compute from table below
Penalty (50% of license fee)	\$ _____	If business has commenced add penalty
Planning Review Fee	\$ _____	Commercial Locations \$70 Home-Based Locations \$30
Fire Inspection Fee	\$ _____	If applicable: \$91. <i>Please note that additional fees may be required based on occupancy type and operational permits to be determined by the Fire Inspector at time of inspection.</i>
Environmental Control Fee	\$ _____	If applicable: \$167. <i>Please note that additional fees may be required based on the hazard class code to be determined by the Environmental Control Inspector at time of inspection.</i>
Other	\$ _____	
TOTAL FEES DUE \$ _____		

COMPUTE LICENSE FEES BASED ON GROSS RECEIPTS:	
<u>If Total Gross Receipts are:</u>	<u>Then Fee is:</u>
\$0 through \$20,000	\$ 60.00
\$20,001 through \$100,000	\$130.00
\$100,001 through \$5,000,000	.00085 times amount over \$100,000 plus \$130
Over \$5,000,000	.00065 times amount over \$5,000,000 plus \$4,295

Example fee calculation of \$150,000 in Gross Receipts:

\$130 for the first \$100,000 in Gross Receipts

Then \$50,000 (the amount over \$100,000) times .00085 = \$42.50

\$130 + \$42.50 = \$172.50 in licensing fees for \$150,000 in gross receipts.

The complete fee schedule can be found at www.reno.gov in the Business & Development section under Business License. Payment may be made by cash, credit card (Visa/MasterCard) or check payable to the City of Reno.